

MARICOPA COUNTY EMPLOYMENT OPPORTUNITY

OPEN COMPETITIVE

BRANCH MANAGER – LAVEEN

POSITION IS WITH THE LIBRARY DISTRICT, LAVEEN BRANCH

LOCATED AT 9401 SOUTH 51ST AVENUE, LAVEEN, AZ

MUST BE WILLING TO WORK DAYS, EVENINGS AND ROTATING WEEKENDS AS NEEDED.

RECRUITMENT DATES: Monday, May 21, 2001 – Open Until Filled

SALARY: \$12.45 Per Hour

POSITION QUALIFICATIONS: Bachelor's Degree in a related field and two years of library experience or related customer service experience. An equivalent combination of experience and education may substitute for the degree requirement on a year-for-year basis. Prefer candidates who have a knowledge of library procedures, reference sources and computerized systems.

ESSENTIAL JOB TASKS: Manages the overall operation of the Laveen branch. Interviews, trains, supervises, and evaluates branch staff and volunteers. Provides direct public service to customers. Plans, prepares and conducts programs and training sessions for adults and youth. Manages collection development. Performs charge and discharge functions utilizing the Circulation module of the automation system. Performs basic bibliographic searches and miscellaneous file maintenance functions utilizing the Circulation module of the automation system. Performs other related duties as assigned.

SELECTION PROCEDURE: **EDUCATION/EXPERIENCE EVALUATION.** The Human Resources Department reserves the right to admit to the exam process only those candidates who are considered the most highly qualified. Those selected will be scored based on an evaluation of listed education and experience. The hiring authority will interview and select the successful candidate from a list provided by the Human Resources Department.

FILING PROCESS: Required **County Application Form** (3100-049) and SUPPLEMENT must be received by 5:00 p.m. on the recruitment closing date. Applications and information may be obtained at the Maricopa County Human Resources Department located in Suite 200 of the County Administration Building, 301 West Jefferson, Phoenix, Arizona 85003-2145. Recorded Job Message: 602-506-3329. Phone: 602- 506-3755. Teletypewriter (TT) 602-506-1908. **Internet Address:** www.maricopa.gov

NOTE TO EMPLOYEES Unless you are a temporary or unclassified employee, you must have successfully completed initial probation before your application can be considered.

WHAT HAPPENS TO YOUR APPLICATION: Refer to page 5 of the application form for complete information.

IT IS THE POLICY OF MARICOPA COUNTY
NOT TO DISCRIMINATE IN EMPLOYMENT OR THE PROVISION OF SERVICES
AN EQUAL OPPORTUNITY EMPLOYER

RECRUITMENT ABBREVIATION CODE: BMGR-LAV / KC

DATE PUBLISHED: Monday, May 21, 2001
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SUPPLEMENTAL INFORMATION

BRANCH MANAGER – LAVEEN
MARICOPA COUNTY LIBRARY DISTRICT

PLEASE NOTE: This form does **NOT** replace the information requested on the "Application for Employment." Be sure your application **and** this supplement are **both** accurate and complete. Information provided on this supplement may be used to determine your eligibility for this position. **FAILURE TO SUBMIT THIS FORM ALONG WITH YOUR APPLICATION MATERIALS MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION FOR THIS POSITION!**

1. Do you have experience working for a library (public or private)? If yes, please ☐ Yes ☐ No __#Yrs
list years and describe. Please list organization and size.

2. Do you have customer service experience? If yes, please list years and ☐ Yes ☐ No __#Yrs
describe.

3. Do you have experience serving as a Supervisor? If yes, please list years and ☐ Yes ☐ No __#Yrs
number/type of employees supervised.

4. Do you have experience planning, coordinating and/or leading training courses ☐ Yes ☐ No __#Yrs
for adults and/or children? If yes, please describe training curricula you have
developed and size/type of audience for each.

SIGNATURE

DATE

BMGR-LAV, 05/01